



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

---

**TITLE:** **REAL PROPERTY TAX SERVICES AIDE/DATA COLLECTOR**  
***(2 Vacant Positions)***  
*(Provisional\* Appointment)*

**SALARY:** \$21.52/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Real Property

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday).

**JOB SUMMARY:** The work involves responsibility for performing a variety of clerical tasks to aid in the administration of the County Property Valuation Program. Duties also involve responsibility for assisting assessors in the preparation and maintenance of assessment rolls, property record cards and other related records. The work may require field inspection, observation, and documentation of data. The work is performed under supervision of the Director of Real Property Tax Services or Senior Data Collector/Mass Appraiser with leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of an equivalency diploma and TWO years of clerical experience; or
- (b) FOUR years of clerical experience; or
- (c) An equivalent combination of training and experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Possession of a valid New York State Driver's License at the time of appointment.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** July 18<sup>th</sup>, 2023

**Application Deadline:** July 28<sup>th</sup>, 2023

*\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](https://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**